

and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 18 Current Newspapers	2	12	24
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 225 Current Magazines	25	14	350
Description of Furniture & Equipment Units			
Chair, Lounge	10	35	350
Chair, Reader's	8	0	0
Table, Reader's	2	100	200



FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information requests by utilizing electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE:

- Circulation Services
- Local History Collection
- Non-Fiction Collection

PROXIMITY:

- Audio-Visual Library
- Library Entrance
- Periodicals Collection
- Young Adult Services
- Fiction Collection

AWAY:

- Children's Library

DIVISION SPACE SUMMARY

Sq. Ft.

On-line Public Access Catalog (OPAC)	440
Public Rest Rooms	N/A
Quiet Study Room	160
Reference Collection & Seating	1,279
Reference Desk	332
Reference Workroom	326



TOTAL:

2,537



Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC) Area from many points in the library, but most frequently from the main entrance of the library. The OPAC cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 12

Relationships

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The OPAC Area will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least



27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and to the librarian while using the OPACs. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the Library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation	4	0	0
Computer, Public Desktop	12	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Ink-Jet (B&W)	6	0	0
Technology Carrel	8	35	280
Technology Carrel	4	40	160



Functional Activity

These facilities will be the Public Rest Rooms for the areas surrounding Reference and Non-Fiction. They should be easy for the public to find.

Relationships

The Reference Services Public Rest Rooms must be in the proximity of the Computer Lab and Training Room, the Conference Room, the Study/Tutoring Rooms, the Reference Desk and the Reference Collection.

PROXIMITY: Computer Labs A & B
Conference Room
Non-Fiction Collection & Seating
Reference Collection & Seating
Reference Desk
Study/Tutoring Rooms

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be



provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" must be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Reference Desk will supervise the rest rooms and should be able to see the entrance to the rest rooms. Staff at the Reference Desk may control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building, however, anyone inadvertently left inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	5	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	4	0	0
Soap Dispenser	4	0	0
Stall	5	0	0
Urinal	2	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 4

Relationships

It should be visible from the Reference Desk and/or Reference Workroom.

CLOSE:

Reference Desk
Reference Collection & Seating Area
Reference Workroom

Flexibility

This area will not be expanded although additional study rooms may be added. It is possible that this room may not serve its intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless equivalent study space is readily accessible, a minimum of 5%, but no less than one



table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the study room.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet



Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study	4	0	0
Table, Group Study	1	160	160



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 16

TECHNOLOGY WORKSTATIONS: 7

Collections

Adult Reference

Adult Reference (Encyclopedias, Directories, Etc.)

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Reference Desk

CLOSE:

PROXIMITY: On-line Public Access Catalog (OPAC)

Non-Fiction Collection & Seating

AWAY:

Children's Entrance

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.



Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If separate inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 646 Reference (Encyclopedias, Directories, Etc.)	6	18	108
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 5700 Reference	27	18	486

Description of Furniture & Equipment Units

Chair, Reader's	16	0	0
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Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation	7	0	0
Computer, Public Desktop	7	0	0
Printer, Ink-Jet (Color)	6	0	0
Table, Reader's	4	100	400
Technology Carrel	6	40	240
Technology Carrel, Adjustable (Manual) Height	1	45	45



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 3

Collections

Adult Ready Reference

Relationships

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPAC cluster, with sight lines, and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The desk should also be close to the Non-Fiction Collection, the Local History Collection, the Copy Center.

ADJACENT:

On-line Public Access Catalog (OPAC)
Reference Collection & Seating

Reference Workroom

CLOSE:

Copy Center (Reference Services)
Local History Collection & Seating
Non-Fiction Collection & Seating
Study/Tutoring Rooms

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Spanish Language Collection & Seating
Public Rest Rooms (Reference)
Young Adult Collection & Seating

AWAY:

Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal



to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections as well as potentially for the Local History and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Shelving Units

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves

6

12

72

285 Ready Reference

Description of Furniture & Equipment Units

Cabinets, Above Counter

6

0

0

Cabinets, Below Counter

6

0

0

Chair, Task

3

0

0

Clock

1

0

0

Computer, Staff Desktop

2

0

0

File Cabinet, Lateral (Four Drawer)

1

20

20

Printer, Laser (B&W)

1

0

0

Telephone Handset

3

0

0

Workstation, Reference Desk

3

80

240



Functional Activity

The Reference staff performs the "behind the scenes" activities for the Reference Division in the Reference Workroom. The reference staff will conduct in-depth research, create handouts and bibliographies, preview multimedia and software, author web pages, write columns, read reviews and select materials for acquisition, examine new reference and non-fiction materials, review donated materials, and work on difficult or time-consuming reference questions.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany staff into this area for an in-depth reference interview.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Relationships

The Reference Workroom should be adjacent to the Reference Desk. Reference staff in the workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the desk and the public should not be able to see into the Workroom.

ADJACENT:

Reference Desk

Flexibility

Reference staff areas are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Interior windows, which allow supervision of the Reference Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl or carpet cove base

Access

The Reference Workroom will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48"



above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be a staff work area next to a fairly noisy public service area, it should be acoustically isolated from the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system, must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the workroom should be able to view the Reference Desk so that they can provide assistance at the desk when needed.

Signage

Required signage includes a permanent room identification sign ("Reference Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Description of Shelving Units

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	1	18	18
21 Back Issue Magazines			

Description of Furniture & Equipment Units

Book Truck	2	10	20
Bulletin Board	1	0	0
Chair, Task	2	0	0
Computer, Staff Desktop	2	0	0
Copier, B&W Freestanding	1	50	50
Printer, Ink-Jet (Color)	2	0	0
Storage Cabinet	1	18	18
Telephone Handset	2	0	0
Workstation, Reference Office System	2	110	220



FUNCTIONAL ACTIVITY

The primary function of this division is to house the Spanish Language Collection. Library patrons usually need a great deal more assistance finding materials in the Spanish Collection than they do in the English language collection. For this reason, professional staff must be located within proximity to provide assistance.

SPATIAL RELATIONSHIPS

The Spanish Language Collection should be easily accessible from the main entrance of the library. Patrons enter the Spanish Language Collection Area after passing through the security gates and/or the New Book Display Area. Many library patrons use this collection exclusively and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:

Circulation Services

PROXIMITY:

Browsing

Library Entrance

DIVISION SPACE SUMMARY**Sq. Ft.**

Spanish Language Collection & Seating

756

TOTAL:

756



Functional Activity

Patrons will enter this space to browse or look for specific authors or subjects, and then sometimes sit down to read the book jacket or the first few pages to see if they are interested in the book.

Occupancy

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 1

Collections

Adult Spanish Language Non-Fiction
Adult Spanish Language Fiction
Adult Spanish Language Reference
Current Spanish Language Magazines

Relationships

The Spanish Language Collection and Seating Area might be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. It might also be in proximity to the New Book Display Area and the AV Collection and Seating Area although in general there are no specific adjacency requirements.

PROXIMITY:

Circulation Desk
On-line Public Access Catalog (OPAC)
Public Entrance & Lobby
Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Spanish Language Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the



furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Spanish Language Collection will be supervised from the Circulation Desk and/or the Reference Desk. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Spanish Language Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Novellas." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 570 Spanish Language Reference	5	18	90
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1995 Spanish Language Fiction	6	12	72
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 5168 Spanish Language	31	12	372
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 25 Current Spanish Language Magazines	3	14	42

Description of Furniture & Equipment Units

Chair, Lounge	4	35	140
Chair, Task	1	0	0
Computer, Public Desktop	1	0	0
Technology Carrel	1	40	40



FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. This Division includes a Staff Lounge with a Kitchenette, Staff Rest Rooms.

SPATIAL RELATIONSHIPS

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. This Division should be in the general proximity of Administration or at least easily accessible.

PROXIMITY:

Administration
Technical Services

DIVISION SPACE SUMMARY		Sq. Ft.
Staff Lounge		438
Staff Rest Rooms		N/A
TOTAL:		438



Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Occupancy

Staff Seats: 12

Relationships

The Staff Lounge should be adjacent to the Staff Rest Rooms, which should not open directly into the Staff Lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Sink and Supply Closet.

ADJACENT:

Kitchenette
Staff Rest Rooms

CLOSE:

Custodial Sink & Supply Closet

PROXIMITY:

Reception & Waiting Area (Administration)
Staff Entrance
Technical Services Workroom

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of



force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. This area is not accessible to the public.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter	4	0	0
Cabinets, Below Counter	4	0	0
Chair, Café	8	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Staff Lounge	2	35	70
Clock	1	0	0
Coat & Hat Rack	1	20	20
Coffee Maker/Urn	1	0	0
Coffee Thermos	1	0	0
Dishwasher	1	15	15
Locker	3	5	15
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Refrigerator	1	20	20
Sink	1	18	18
Sofa (2 Seat)	1	55	55
Table, Café	2	65	130
Table, Coffee	1	50	50
Telephone Handset	1	0	0
Toaster Oven	1	0	0
TV Monitor, 20"	1	0	0
Workstation, Food Preparation Counter	1	30	30

